

# Facility Use Rules and Regulations

## ARIZONA CAPITOL MUSEUM

The Arizona Capitol Museum has three rooms available for education, government, and non-profit groups/organizations during museum hours:

- Historic Senate Chamber- HS (maximum occupancy 80/ HS Gallery 50, *no food/drink allowed- only water bottles*)
- Historic Supreme Court Conference Room - HSC (maximum occupancy 40)
- Copper Dome Conference Room 2<sup>nd</sup> floor - CDR (maximum occupancy 15)

***\*In lieu of a rental fee for room use, donations to the Arizona Capitol Museum are appreciated.***

Museum hours are 9:00 am to 4:00 pm Monday – Friday. **Events can be held during regular operating hours only.**

**Setup can be accommodated as early as 7:45 am; cleanup must be completed by 4:00 pm.**

### Terms of Use

1. Guidelines for use of the Arizona Capitol Rooms are available on the AZCM website [www.azlibrary.gov/azcm](http://www.azlibrary.gov/azcm). Requests for use of space outside these guidelines will be forwarded to the Director of the Arizona State Library, Archives & Public Records.

2. Use of the Arizona Capitol Museum Rooms by other than State government or government-sponsored groups will be considered as facilities are available for appropriate activities and with priority given to educational and cultural groups on a first-come, first-served basis.

3. Arizona state and local government agencies and 501(c)(3) nonprofit organizations may use the facility at no charge. Nonprofit organizations may be asked to provide IRS documentation confirming their 501(c)(3) tax status.

4. Request for use of the Arizona Capitol Museum by non-State government or non-State government-sponsored groups should be submitted no less than two weeks in advance of the activity by submitting a Reservation Request on the museum website. Applications will be considered on the basis of availability, the appropriateness of the activity and availability of Arizona Capitol Museum resources, i.e., staff.

**5. Solicitation Notice: No solicitation may take place on the property, unless approved in advance by the Director of the Arizona State Library, Archives and Public Records. SOLICITATION means any activity which can be interpreted as being for the promotion, sale, or transfer of products, services, memberships, or for the participation in any venture of any kind, including organizational or grievance activities. The distribution and/or posting of handbills, leaflets, circulars, advertising, posters, or other printed material for these purposes is solicitation.**

6. Religious meetings are inappropriate for the Arizona Capitol Museum.

**7. The State of Arizona; Arizona State Library, Archives and Public Records; and the Arizona Capitol Museum are not responsible for personal property.**

8. Nothing may be affixed to the walls or furnishings inside the rooms.

9. Except for the Historic Senate, no tables or items are allowed in the hallway outside the rooms.

10. No plants or flowers are allowed in any area of the Arizona Capitol.

11. **Food and drink service is limited to the Historic Supreme Court Room and the Copper Dome Conference Room. All food/drinks must remain in the Historic Supreme Court Room and Copper Dome Conference Room. All Food consumed should be kept inside the rooms, please do not eat or setup areas outside rooms.** No food or drinks are allowed in the Historic Senate or Historic House chambers. KITCHEN IS FOR STAFF USE ONLY. Caterers will need to contact the Schedule Coordinator at 602.926.3620 x2 to arrange drop off at the House of Representatives parking lot, on the north side of the Capitol Museum, off Adams Street.

12. Beverages containing alcohol are not permitted at the Arizona Capitol facility. This includes nonalcoholic beer and wine that contains very low percentage (.05%) of alcohol.

13. **Open flames, including Sterno, are NOT permitted.**

14. Parking is available across the street from the Arizona Capitol Museum in Wesley Bolin Memorial Plaza, 1700 W Washington St. and the west parking lot at 19<sup>th</sup> Avenue and Jefferson St. **NO PARKING IS ALLOWED IN THE HOUSE OR REPRESENTATIVES OR SENATE PARKING LOTS;** Parking in front of dumpsters, in loading zones, or in fire lanes is not permitted. **Vehicles will be towed immediately.**

15. Business phones in the Arizona Capitol Museum (HS) or Suite 200 (HSC and CDR) are not available for personal use. You must use your personal/business mobile phones. We do not provide laptops/computers or conference phones.

16. **Setup and cleanup** of facilities is to be done by the organization or caterer using room. Meaning, **All trash is to be bagged and seal, table and chairs should be straightened out, before leaving the room.** **We will be in charge of taking out the trash and vacuuming the room.** Not following instruction could mean group will not be allowed to reserve room.

17. **User must submit a copy of Certificate of Liability Insurance to the Arizona Capitol Museum before reservation can be confirmed.**

### INDEMNIFICATION

Facility User shall indemnify, and save harmless the Arizona Capitol Museum; Arizona State Library, Archives and Public Records Agency, Secretary of State; and the State of Arizona, from any and all claims, demands, suits, actions, proceeding, losses, costs, and damages of every kinds and description, including any attorney's fees and/or litigation expenses, which may be brought or made against or incurred by the Arizona State Library, Archives and Public Records Agency or the State on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, professional effort, fault, mistake, or negligence of Facility User, their employees/members, agents, representatives, or subcontractors, their employees, agents, or representatives in connection with or incident to the performance of this Agreement, or arising out of Workers' Compensation claims, and or their subcontractors or claims under similar laws or obligations. Facility User's obligation under this section shall not extend to any liability caused by the sole negligence of the Arizona Capitol Museum; Arizona State Library, Archives and Public Records; Secretary of State or the State, or their agents, officials and employees.

**Note: This indemnity shall not apply if the facility user(s) is/are an agency, board, commission, or university of the State of Arizona**